

How to Create an Account in the Mansfield Middle School Parent Portal

- 1) Only parents/guardians listed as having custody or legal guardianship can access a child's information. To setup your login, you will need to obtain your child(ren)'s unique access ID and access password (this information was mailed to all parents on January 18, 2013; if you need another copy, we can give you one in the Middle School Office with a photo ID). Only students in grades 5-8 have information in the Middle School's Parent Portal.
- 2) Go to <https://powerschool.mansfieldct.org> and click on the "Create Account" button.

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

- 3) Type in the following information:

- **Name:** Your First and Last Name
- **Email:** Your Email Address (notifications will be sent to this address). It must be an address that no one else has already used to create an account on our parent portal. You cannot reuse an email to create a new account.
- **Username:** Pick something unique that you will use to login to gain access. It will need to be something that no one else has already picked. You cannot reuse a username to create a new account.
- **Password:** Pick a unique password that is at least 7 characters long. We recommend that you use a mix of letters and numbers so that it is more secure. Do not give your password to anyone. Students have their own separate and more limited login to the Portal. Middle School staff will never ask for your password.

Create Parent Account	
First Name	Nancy
Last Name	Smith
Email	smith345@gmail.com
Desired Username	smithnancy
Password
Re-enter Password

4) Fill in information for at least one child:

- **Student Name:** Child's first name (can be formal name or nickname – your choice).
- **Access ID and Access Password:** Provided to you by the School.
- **Relationship:** Your relationship to the child.

Link Students to Account				
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account				
	Student Name	Access ID	Access Password	Relationship
1.	<input type="text" value="Jane"/>	<input type="text" value="123456789"/>	<input type="password" value="*****"/>	<input type="text" value="Mother"/>
2.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>

If you have additional children currently at the Middle School, you can list their information at this time as well on lines 2, 3, etc.

5) Click the “Enter” button when done.

6) Now you're done! Log in at <https://powerschool.mansfieldct.org> at any time using the username and password that you chose in step 3.

For further support, view the helpful online videos, handouts, and FAQs on the middle school's website (<http://mansfieldct.gov/mms> - click on “Parent Portal” under the “For Parents” menu). The aforementioned resources are intended to answer any how-to questions about the portal.